

# EastWaste

## MINUTES OF THE MEETING OF THE AUDIT & RISK MANAGEMENT COMMITTEE OF THE EASTERN WASTE MANAGEMENT AUTHORITY

held on Wednesday 18 April 2018 at Chairman's Boardroom, 1101/147 Pirie Street, Adelaide

### WELCOME

Meeting opened at 8.31am

#### 1. PRESENT

Mr Brian Cunningham Independent Chairperson  
Mr Leigh Hall Independent Member  
Cr Karen Hockley Committee Member  
Mr Mario Barone Committee Member

#### IN ATTENDANCE

Mr Rob Gregory General Manager  
Mr Shane Raymond Manager, Corporate Services

#### 2. APOLOGIES

Mr Tim Muhlhausler Independent Member  
Mr John Jovicevic Dean Newbery & Partners

#### 3. CONFIRMATION OF THE MINUTES – 13 February 2018

Moved Cr Hockley that the Minutes of the previous meeting held on Tuesday 13 February 2018 be received and noted.

Seconded Mr Hall

**Carried**

#### 4a. MATTERS ARISING FROM THE MINUTES

Nil

#### 4. STAFF REPORTS

##### 4.1 FINANCIAL REPORT: MARCH QUARTER + BUDGET REVIEW THREE

Moved Cr Hockley that the Committee:

1. Recommends that the March Quarter 2017 Financial Report is received and recommended to the East Waste Board for endorsement;
2. Notes and accepts the movements associated with the 2017/18 Budget Review Three and recommends to the East Waste Board for endorsement.

Seconded Mr Hall

**Carried**

##### 4.2 PAYROLL AND ACCOUNTS PAYABLE AUDITS

Moved Cr Hockley that the Committee:

1. Recommends that the Accounts Payable Internal Audit, as detailed in Attachment A, and the Payroll Internal Audit as detailed in Attachment B, along with the Management Responses are noted and supported for presentation to the Board;
2. Consider a further audit being undertaken in 12 months to determine the efficacy of the findings implemented and review of any new or emerging risks; and

3. Request that Management provide a progress report at future meetings on the status of Audit action implementation.

Seconded Mr Barone

**Carried**

#### **4.3 REVIEW OF SALE AND DISPOSAL OF LAND AND OTHER ASSETS POLICY**

Moved Mr Barone

That the Committee recommend the draft Sale or Disposal of Assets Policy, as amended per the following clauses:

- a) Clause 2.1.1: to be deleted;
- b) Clause 2.1.5: the wording be deleted and replaced with the following wording:  
*“Expression of Interest” – means an Expression of Interest (EOI) is advertised to the entire market e.g. SA Tenders Website accompanied by an advertisement.*
- c) The clauses under 2.1 are renumbered in accordance with deletion of clause 2.1.1;
- d) Clause 3.2.3: the wording be deleted and replaced with the following wording:  
“Expression of Interest”;
- e) Clause 3.2.5: to be deleted; and
- f) Clause 3.3.4: the wording be amended to include the words “and report to the Board” after the word record.

be adopted by the East Waste Board.

Seconded Cr Hockley

**Carried**

#### **4.4 RISK MANAGEMENT REVIEW**

Moved Cr Hockley that the Committee:

1. Recommends that the amended East Waste Risk Management Framework as presented in Attachment B, and inclusive of Committee amendments, being
  - a) At pg. 81 of the Agenda Pack, dot point 1 wording be amended to read “A Fleet of collection vehicles, dot point 2 wording be amended to read “Human Resources (permanent and casual staff)”;
  - b) At pg. 84 of the Agenda Pack, under the heading of “Responsibility” in the Strategic Risk table and Commercial Risk table, the words “and Audit and Risk Management Committee” be deleted;
  - c) At pg. 92 of the Agenda Pack, dot point 2 under the heading “To assess a WHS situation”, the word “treatment” be deleted and replaced with “admission”; and
  - d) At pg. 104 of the Agenda Pack, under the heading of “Reporting Regime”, the words “and Audit and Risk Management Committee” be deleted.

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be adopted by the East Waste Board; and

2. Recommends that the draft East Waste Risk Management Policy, as amended per the following clauses:
- a) Clause 5.2: the wording be amended to include the words “Consistent with the Policy review date” before the start of the Clause;
  - b) Clause 5.3: will become a new Clause as per the following wording: “East Waste’s Audit and Risk Management Committee will review East Waste’s Risk Registers every 12 months”;
  - c) The previous wording at Clause 5.3 will become Clause 5.4;
  - d) The previous wording at Clause 5.4 will become Clause 5.5; and
  - e) The previous wording at Clause 5.5 will become Clause 5.6.

be adopted by the East Waste Board.  
Seconded Mr Barone

**Carried**

## **5. CONFIDENTIAL REPORTS**

### **5.1 CONTRACT UPDATE (Verbal)**

#### **RECOMMENDATION 1**

Moved Mr Barone that pursuant to Section 90(2) and (3) of the Local Government Act 1999, the East Waste Audit and Risk Management Committee orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Audit and Risk Management Committee will receive, discuss and consider:

- (b) information the disclosure of which –
  - (i) could reasonably be expected to confer a commercial advantage on a person with whom East Waste is conducting, or proposing to conduct, business, or to prejudice the commercial position of East Waste; and
  - (ii) would, on balance, be contrary to the public interest;

and the East Waste Audit and Risk Management Committee is satisfied that, the principle that the meeting should be conducted in a place open to the public, has been outweighed by the need to keep the receipt/discussion/consideration of the information confidential.

Seconded Mr Hall

**Carried**

#### **RECOMMENDATION 2**

Moved Mr Hall that under Section 91(7) and (9) of the Local Government Act 1999 the East Waste Audit and Risk Management Committee orders that the discussion and minutes be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.

Seconded Cr Hockley

**Carried**

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## **6. OTHER BUSINESS**

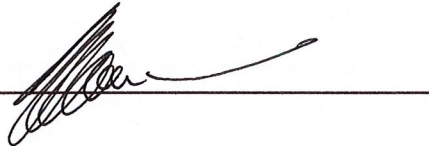
## **7. NEXT MEETING OF THE AUDIT AND RISK MANAGEMENT COMMITTEE**

The next Audit and Risk Management Committee Meeting will be held on Wednesday 20 June 2018 commencing at 8.30am at Chairman's Boardroom, 11/147 Pirie Street, Adelaide.

**8. CLOSURE OF MEETING**

The meeting closed at 9.59am.

PRESIDING MEMBER



A handwritten signature in black ink, appearing to be 'M. ...', written over a horizontal line.

DATE

26/4/18.